

NDDH Board of Directors Meeting Minutes

Date: April 10, 2014 – 3:00 PM

Location: NDDH Conference Room  
69 South Main Street, Unit 4  
Brooklyn, CT 06234

Present: Patrick McCormack, Brooklyn; Luther Thurlow, Canterbury; Roy Piper, Canterbury Alternate; Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; Robert Grindle, Hampton; Jonathan Cesolini, Killingly; Tammy Wakefield, Killingly; Rob Kerr, Plainfield; Maureen Nicholson, Pomfret Alternate; Jay Sinha, Putnam; Neil Cook, Sterling; Paul Lenky, Thompson; Nathan Swift, Union; H. Douglas Porter, Woodstock.

Absent: Donald Gladding, Plainfield; Earl Semmelrock, Pomfret

Staff Present: Susan Starkey, Director of Health; Orla McKiernan-Raftery, Finance Manager; Elizabeth Suggs, Executive Administrative Assistant; Diane Collelo, Environmental Health Specialist

Audience of Citizens: None

Chairperson Patrick McCormack opened the Public Hearing at 3:05 pm.

No citizens present.

Doug Porter moved to close the Public Hearing.

Seconded Elaine Lippke.

Motion passed, Public Hearing closed.

Roll call was taken.

Minutes:

January 9, 2014 Board of Directors Meeting

Motion made by Nate Swift to accept the minutes.

Seconded by Elaine.

Motion carried.

Communications:

A letter from Karma Edwards of NACDD was read.

Management Reports:

Finance Report - Orla McKiernan-Raftery

General Budget Financial Statements for period ending February 28, 2014 were distributed with the Board packet; with Statement

General Budget Financial Statements for the FY 2014 through period ending 31 March, 2014

Revenue

Permit Revenues:

-YTD is \$197K, 30% over YTD budget, 20% higher than prior year.

-B100, Septic & Well Permits, Food Service, B&Bs and Salons are all over budget YTD.

Total Income YTD of \$721 K.

Expenses

Payroll Expenses:

-YTD total is \$264 K, over budget due to hire of an additional Secretary/Receptionist in January and some salary increases.

Total Expenses YTD of \$519 K.

Overall Net Surplus at month end of \$202 K

Director Report – Susan Starkey

Sue thanked the Board for their partnership and contributions to public health. Diane Collelo gave a report of a complaint investigation which demonstrated how NDDH works with various partners to resolve public health issues. The new health insurance policy with ConnectiCare is effective as of May 1, 2014. The plan is comparable, but costs less than the previous plan.

Committee Reports:

Personnel Committee Report – The Committee met to review the Employee Manual; most changes were cosmetic. A fundamental change was recommended for approval by the Board.

Arvind Shaw moved to change the Employee Manual to read “Full time non-union and union employees will be compensated for work on holidays in the manner specified in the collective bargaining agreement.”

Seconded by Neil Cook.

Motion passed.

The Committee also reviewed the proposal to increase the Public Health Nurse’s hours from 16 to 30 hours per week, due to an increased workload.

Arvind Shaw moved to convert the Public Health Nurse from a consultant at 16 hours per week to an employee at 30 hours per week.

Motion seconded by Elaine Lippke.

Discussion followed.

Doug Porter moved to amend the motion, increasing the Public Health Nurse’s hours to 40 hours per week.

Seconded by Maureen Nicholson.

Motion passed.

Finance Committee Report – The Committee held a joint meeting with the Personnel Committee. The Committees reviewed the benefits package offered to current employees and new hires. They explored adjusting the benefits package in order to allow for an increase in salary. Discussion will continue in future meetings.

Doug Porter presented the budget for FY 2015

Doug moved to approve the budget as submitted.

Seconded by Arvind Shaw.

Motion carried, budget accepted.

Doug moved to establish a reserve fund of \$5,000 to address the HVAC and hot water.

Seconded by Elaine Lippke.

Motion passed.

Doug moved to set up a reserve account of \$38,250 to cover employee co-insurance.

Maureen Nicholson seconded.

Motion passed.

Old Business:

Estimates have been submitted for HVAC replacement and repair.

New Business:

None

Adjournment:

Motion made by Elaine Lippke.

Seconded by Doug Porter.

Meeting adjourned at 3:56 p.m.

Respectfully Submitted,

Elizabeth Suggs

Executive Administrative Assistant